



International Community School  
27A Jubilee Road  
Singapore 128575  
Telephone: +(65)-6776 7435  
Fax: +(65)-6776 7436  
www.ics.edu.sg

## REQUEST FOR RELEASE/TRANSFER OF SCHOOL RECORDS

Student's Name	
Birthday	
Grade	
Releasing School	
Address	
Phone	
Email	

This above-mentioned student is applying for admission at the International Community School (ICS) Singapore and we would appreciate your sending us the following information:

- School Report/s for current and prior years
- Results of standardized achievement and/or aptitude tests
- Psychological evaluations including Special Education Services – IEP (if applicable)
- Health Records
- Other pertinent information

The records indicated above are to be sent as soon as possible to:

**International Community School**  
**27A Jubilee Road**  
**Singapore 128575**  
**Attn: Admissions Office**  
*Email: admissions@ics.edu.sg*

The parent or guardian of the above-listed student has granted permission for the release of records as indicated by the signature below:

---

Parent / Guardian Signature

---

Date